

FRESNO, CALIFORNIA

CLASS SPECIFICATION

INVENTORY CONTROL TECHNICIAN

FLSA STATUS:

Non-Exempt

CLASS SUMMARY:

The Inventory Control Technician is the first and entry level in a four level Warehousing series. Incumbents are responsible for receiving shipments and verifying quantities received against packing slips, stocking parts in inventory locations, pulling parts/orders from inventory, and performing inventory counts.

The Inventory Control Technician is distinguished from the Inventory Control Specialist, which is responsible to perform journey level warehousing activities.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

1.	Processes purchase requests, ordering supplies and equipment as directed.	As required
2.	Pulls inventory items and disseminates to applicable internal staff as requested.	Daily 30-35%
3.	Validates incoming orders against invoices, waybills, specifications, and/or other documents to ensure orders are complete; prepares and forwards invoices on for payment.	Daily 15-20%
4.	Enters inventory into applicable automated computerized systems, posting records of type, quantity, and cost of stock received and issued.	Daily 10%
5.	Researches and identifies parts for purchase utilizing applicable resources, including the Internet, catalogs, manuals, and/or other applicable resources.	Daily 10%
6.	Retrieves parts and equipment from vendors, which may include loading and unloading freight.	Daily 10%
7.	Participates in conducting physical inventory counts.	Daily 5%
8.	Prepares packages and goods for shipment or delivery and may make deliveries to various locations throughout the City.	Daily 5%
9.	Performs other duties of a similar nature or level.	As Required

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Training and Experience (positions in this class typically require):

- High School Diploma, or GED, and one year of related experience in stockroom/warehouse operations are required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):

- Basic Class C License
- Depending upon assignment:
- Certified Forklift Operator

Knowledge (position requirements at entry):

Knowledge of:

- Material handling and storage techniques for a variety of items, including caustic and volatile materials;
- Alcohol and drug laws;
- Basic inventory control principles and practices;
- Basic database management principles;
- Mathematical concepts;
- Recordkeeping principles and practices;
- Applicable tools and equipment utilized in assigned area or responsibility;
- Routine procurement principles;
- Research methods.

Skills (position requirements at entry):

Skill in:

- Using computers and applicable software applications
- Handling and storing a variety of material and items
- Maintaining database and hardcopy records
- Safely operating and maintaining applicable tools and equipment
- Preparing and performing mathematical calculations
- Applying researching methods
- Procuring materials and supplies
- Preparing goods and materials for shipment
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

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Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, crouching, pulling and pushing.

Very Heavy Work: Exerting up to 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals and oils.

Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

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Reviewed by the City of Fresno

Date: 5/2008